

**PLAN COMMISSION MEETING MINUTES**  
**TUESDAY, APRIL 28, 2015**  
**Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**

The April 28, 2015 meeting of the Plan Commission was called to order by Chairperson Dave Lienau at 5:40 P.M.

**Present:** Chairperson Lienau, and members Scott Baker, Marge Grutzmacher, and Nate Bell.

**Excused:** Eric Lundquist, Shane Solomon and Don Howard

**Others:** Greg Casperson and Jim Westernan of Robert E. Lee & Associates.

**Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

**Comments, correspondence and concerns from the public:**

Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded. He then noted that no new correspondence had been received.

**Approval of the agenda:**

*A motion was made by Grutzmacher, seconded by Baker that the Agenda for the April 28, 2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Approval of minutes as published:**

**As to the minutes for the March 24, 2015 meeting of the Plan Commission:**

*Baker noted that the monetary figure shown on Line 9, Page 2 of the minutes for the March 24, 2015 meeting of the Plan Commission should be \$5,075,000.00, not \$5,075.00.*

*A motion was made by Baker seconded by Grutzmacher that the minutes for the March 24, 2015 meeting of the Plan Commission be approved as amended. Motion carried – All ayes.*

**Business Items:**

**Item No. 1. Consider a motion to approve a Certified Survey Map for Waterfront Park - Restrictions imposed by the DNR for receipt of grant funds:**

DNR officials have informed Jackson that the Village will receive a Stewardship grant in the amount of \$489,285.00 as well as a Federal Recreation Trails Act grant in the amount of \$45,000.00 to help defray the costs associated with the Beach Expansion Project. One of the conditions of the Stewardship grant award is that documents containing restrictive language be recorded in the office of the Register of Deeds for Door County, and, to that end, a draft of a Certified Survey Map for a portion of Waterfront Park was included in the meeting packets. The Commission members jointly reviewed the CSM, and it was the consensus that it is acceptable.

*A motion was made by Bell, seconded by Grutzmacher that the Plan Commission recommends that the Certified Survey Map for a portion of Waterfront Park which was reviewed at this meeting be approved as presented. Motion carried – All ayes.*

**Item No. 2. Consider a motion to grant conditional approval of a Certified Survey Map for the Braun property, which is located at the corner of Mill Road and Bay Shore Drive:**

A draft of a Certified Survey Map for the Braun property, which is located at the corner of Mill Road and S. Bay Shore Drive, was provided to the Commission members prior to this meeting,

1 and they jointly reviewed that document. Basically the CSM clarifies the description for the  
2 Braun property so that 6(f) conversion eligibility requirements can be met with respect to the  
3 Bay Shore Drive Reconstruction Project. Jackson is recommending that the CSM be approved  
4 on the condition that before that document is recorded in the office of the Register of Deeds for  
5 Door County the Village must actually have purchased the Braun property.

6  
7 *A motion was made by Grutzmacher, seconded by Baker that the Plan Commission*  
8 *recommends that the Certified Survey Map for the Braun property which was reviewed at this*  
9 *meeting be approved on the condition that before that document is recorded in the Office of*  
10 *the Register of Deeds for Door County, the Village must actually have purchased the property.*  
11 *Motion carried – All ayes.*

12  
13 **Item No. 3. Report by the Zoning Administrator regarding development activities, various**  
14 **enforcement actions, and issuance of Sign and Zoning Permits:**

15 Jackson gave the following oral report:

- 16  
17 • Shrouds for some of the LED lights at SCAND have arrived and will be installed  
18 as a test measure soon. Jackson requested that the Commission members go to  
19 view the lights which have shrouds on them to see if they believe the issues  
20 which have been complained about to date will be eliminated. He has also  
21 requested input from surrounding property owners.
- 22 • He will be meeting with the management of SCAND soon to discuss some  
23 landscaping issues which have arisen.
- 24 • Noise limits are addressed in the Village's Zoning Code, but time limits on when  
25 outdoor music must cease and outdoor seating must be vacated at local  
26 businesses is specifically addressed when annual liquor licensing conditions are  
27 formulated by the Village Board. A citizen has asked Jackson if the Village will  
28 be adhering to the existing liquor license condition that outdoor music must  
29 cease and all outdoor seating be vacated by 10:30 P.M. when weddings and  
30 special events are conducted on Village owned properties. It is quite likely that  
31 the citizen may ask that same question at the June Village Board Meeting. The  
32 suggestion was made that one way to meet the needs of all stakeholders would  
33 be to allow outdoor acoustic music to be played in the Village until 11:00 P.M.
- 34 • Work is expected to be completed on the Line Burial Project this week. A detour  
35 will be in effect for approximately two days while cuts are made across the  
36 highway. As soon as the hot mix plant opens the crew from the Highway  
37 Department will be making temporary road repairs, and site restoration work  
38 will be done ASAP.
- 39 • Relaxed signage regulations will be in effect while work is being done on the  
40 Bay Shore Drive Reconstruction Project, and D.O.T. officials have indicated that  
41 temporary business identification signage will be allowed for businesses which  
42 will still be open after November 1, 2015.
- 43 • Work is steadily progressing on the Beach Reconstruction Project.

44  
45 **Item No. 4. Discussion regarding matters to be placed on a future agenda or referred**  
46 **to a committee, Village official or employee:**

47 Premier Properties will be presenting plans for their development to the Plan  
48 Commission in the near future.

1 **Adjournment:**

2 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*  
3 *Commission at 6:07 P.M. Motion carried – All ayes.*

4  
5 Respectfully submitted,

6 

7 Janal Suppanz,  
8 Assistant Administrator